

CLASS TITLE: DEVELOPMENT SERVICES INFRASTRUCTURE MANAGER

PURPOSE OF THE CLASSIFICATION: Under administrative direction manages the Development Services Infrastructure Section, including oversight of water, sewer, and drainage processes related to public and private development, as well as oversight of all floodplain activities, ensuring compliance with Community Rating System (CRS) rating and pursuant to applicable City ordinances, state statutes, and federal law, and performs other related assigned duties.

ESSENTIAL TASKS:

- Investigates and resolves personnel and customer complaints efficiently and professionally utilizing an advanced understanding of local, state, and federal laws
- Manages the Development Plans Review section, communicating policies, procedures, goals and objectives
- Conducts high profile negotiation agreements with developers and City officials ensuring an amicable resolution and compliance with City policies, standards and ordinances
- Analyzes complex designs and resolves problems concerning streets, water and sanitary sewer mains, stormwater drainage site grading and development and other basic civil construction
- Conducts negotiations with developers, engineers, contractors, and City officials to ensure an amicable resolution in compliance with City standards, policies, and ordinances
- Evaluates and compiles information for record maintenance and reporting to management
- Manages the IDAB and attends meetings and conferences pertinent to private and public infrastructure developments
- Develops and updates public IDP manual and forms
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in civil engineering, and eight (8) years of progressively responsible experience after licensure in building design, structural systems or building industry development supervision functions.

Knowledge, Abilities and Skills: Comprehensive knowledge of engineering principles and practices; considerable knowledge of City codes and ordinances pertaining to engineering practices; considerable knowledge of hydrology and hydraulics and associated programs; considerable knowledge of computer systems, equipment, materials and methods used in construction and maintenance projects; considerable knowledge of the equipment, materials and methods used in construction and maintenance projects; and good knowledge of applicable laws, ordinances and safety regulations pertaining to the design and construction of civil engineering projects. Ability to interpret plans and specifications; ability to adapt approved City engineering infrastructure methods and standards to the design of public infrastructure projects; ability to analyze and detect design conflicts and resolve the same; ability to communicate effectively both verbally and in writing; ability to negotiate highly sensitive issues; ability to coordinate with various entities and communicate concisely and effectively in facilitating development plans processes; ability to plan and manage the work of professional, technical and clerical personnel; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization; ability to motivate staff to provide high level customer service.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking over rough terrain, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, repetitive motions, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Possession of a valid Oklahoma Class “D” Driver License. Registration as a professional licensed engineer in the State of Oklahoma. Certification as a Floodplain Manager within one (1) year of hire date.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and requires some travel to various locations for on-site visits.

Class Code: 1042

EEO Code: E-02

Pay Code: EX-52

Group: Engineering, Planning, and Technical

Series: Inspection

Effective date: February 02, 2022